



**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF FLORIDA  
OFFICE OF THE CLERK  
Orlando Division**

**VACANCY ANNOUNCEMENT  
Interpreting Services Coordinators (2 Positions)**

CL 26 \$44,562 - \$55,720\*

**Announcement Number:** 19-11    **Position Closes:** Open Until Filled    **Available:** Immediately

**Position Overview**

The Interpreting Services Coordinators performs and coordinates administrative, technical, and professional work related to the purchase of services, including ensuring compliance with the appropriate guidelines, policies, and internal controls. The Coordinators will assist with court interpreter scheduling, contracting, invoicing, and will perform other administrative and contractual duties as assigned. This position requires occasional travel.

**Representative Duties**

- Prepares and maintains documents and correspondence for the Interpreter Services Program.
- Monitors the Interpreter Services' email box, answers the phone, picks up and delivers, reviews and processes incoming and outgoing mail for the Court Interpreter Services Program.
- Interfaces with staff interpreter, contract court interpreters, attorneys, agencies, and court personnel.
- Assists with administrative details, such as the scheduling, rescheduling, and cancelling of staff and contract court interpreters, including interpreters for participants with communication disabilities for all divisional offices throughout the Middle District of Florida.
- Negotiates with interpreter vendors as to the Director's Fee or the best price over contracted services and purchases. Creates contract paperwork in the automated financial management system (JIFMS) for contract court interpreters for all divisional offices throughout the Middle District of Florida; assists with clarifying contract requirements and resolving any conflicts.
- Collects, prepares, analyzes, and validates statistical information needed to complete the quarterly and annual statistical reports for the interpreter section.
- Maintains and updates a database containing information on contract interpreters and their language. This information includes their current home address, available phone numbers, and email addresses.
- Maintains an internal master spreadsheet of contract interpreters specifically used for the Middle District of Florida.
- Assigns and schedules work for staff and contract court interpreters and adjusts in scheduling and assignments as circumstances require.
- Reviews, reconciles, and processes invoices for payment submitted by contract interpreters to ascertain compliance with the fee schedule and contract rates under existing policies and regulations. Create payment authorization transactions in the automated financial management system (JIFMS) for contract court interpreters' invoices and serves as a first-level approver responsible for ensuring that all payment requests are legal, proper, and correct.

- Answers routine inquiries responds to issues or questions and aids the staff and contract court interpreters as authorized, while maintaining the confidentiality of sensitive information.
- Maintains procedural and policy guidelines as established by the Clerk's Office, the Administrative Office of the U.S. Courts, and the Guide to Judiciary Policy, Volume V.

### **Minimum Qualification Requirements**

Requirements include at least three (3) years of progressively responsible administrative experience which demonstrates the knowledge, skills, and abilities to perform the above-listed duties of this position. Applicants should present a professional demeanor, be detail-oriented, analytical, possess excellent verbal and written communications skills, strong office and organizational skills, and solid computer skills. Knowledge and experience using CM/ECF, Excel and Word is preferred.

### **Information for Applicants**

To apply:

- email a cover letter and resume together as one PDF application file to: resume\_orl@fld.uscourts.gov
- your PDF application file must be named "last name, first name" (e.g. Smith, John)
- the email subject line must be "attention 19-11"

Due to the number of resumes received, only applicants selected for interviews will be contacted.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Applicants must be U.S. citizen or eligible to work in the United States

Employees must use the Electronic Fund Transfer (EFT) for payroll deposit

The selected candidate will be subject to a background check as a condition of employment.

\* Starting salary commensurate with work experience, previous federal government service, and prior pay history.

### **Employee Benefits**

Employees of the United States Courts serve under excepted appointments and are considered "at-will" employees. They are, however, eligible for a comprehensive federal government benefits package including participation in the Federal Employees Retirement System (career employees), choice of a health benefit plan from several options, dental insurance, life insurance, long term disability insurance, long term care insurance, annual/sick leave, federal holidays, and periodic salary increases. See the United States Courts Website for an overview of Federal Judiciary benefits.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population over ten million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office provides clerical and administrative support to all areas of the federal judicial administrative process.